

Chapter 1 Concepts

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OVERVIEW**Text Database
Maintenance**

The purposes of the Text Database Maintenance are:

- To provide single reference location for text references for AGPS processing
- To facilitate creation of text reference text line records
- To facilitate maintenance of the text reference header and text line records
- To provide a method for viewing text reference and text line records

This database may be used for creation and maintenance of all required text ranging from special specifications text for commodities, text for notice of award print, to terms and conditions text on solicitations, orders and contracts.

Terminology

The following terms are used throughout this unit:

Authorization Code. This term is used to refer to the authorization code that must be entered by the user to update text header status.

Text Action. This term is used to refer to a code used to identify to the text line program the action required for display of text lines on the screen for a GET Function.

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|---|---|-------------------------------------------------------------------|
| T | - | TOP (of page/text line record) |
| B | - | BOTTOM (of page/text line record) |
| U | - | UP (move text lines up one page or nine lines of text) |
| D | - | DOWN (move text lines down one page or nine lines of text) |
| R | - | RELATIVE (scroll to specific text line referenced in line number) |
| I | - | INSERT |
| X | - | DELETE |

Text Line. This term is used to refer to a line of free form text entered in the text line table record for a text reference. Text lines are 70 characters in length.

Text Reference. This term is used to refer to a unique code assigned to a text header record upon creation. Text references beginning with an alpha character in first position are for terms and conditions and numeric in first position for specifications.

Text Type. This term is used to refer to a code used to identify the intended use of the text. E.G., IFB - Invitation for Bid, RFP - Request for Proposal, etc.

Key Concepts

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|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overview | Text information processing is that portion of AGPS which is used for creation and maintenance of all required text from special specifications for commodities to terms and conditions for solicitations, orders and contracts. Standard text can be modified for individual purchase documents without affecting the original text. |
| Components | The key components of text database maintenance include the text header table used to create and maintain references and the text line table used to create and maintain text line records. |
| Header Table | The text header table must be added to the text database to start the process. Once the text header is established, text lines may be added changed or deleted. This table contains the basic identifying title, control information, review date and reviewer. The user that maintains the table must be from the agency that is responsible for creating and maintaining the text and have authority to maintain the table and have a valid authorization code in the system. |
| Line Table | The text line table is used to create and maintain text line records for text references in AGPS. Lines of text can be inserted within or deleted from existing text. The format of the text to be printed is determined by the user with the only restriction being seventy characters in width. |

**Discussion of
Transactions****Text Header
Table (TEXT)**

The Text Header Table is used for the creation and maintenance of text references within AGPS. Additionally, it reflects the agency responsible for the text and the user/buyer that last reviewed the text record. The record is also activated and inactivated by status code change providing the capability to 'remove' a text reference from use by AGPS.

**Text Line
Table (TXLN)**

The Text Line Table is used for the creation and maintenance of text line records for text references within AGPS. Additionally, it provides the capability to insert lines of text within existing text or deleting lines of text that is no longer required from within existing lines of text.

**Text Inquiry
Screens**

Text inquiry screens are also provided to the user for inquiry of text references by various keys. Inquiry may be made based status, title, etc. Text inquiry screens are as follows.

TLRD - Text by Date Last Reviewed
TTCD - Text by Text Type Code Table
TXMA - Text by Maintaining Agency Number
TXST - Text by Status Code
TXTL - Text by Title